

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website no later than 30 days after the SA provides the final results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

**School Food Authority (SFA) Name:** *Williams County District #8*

**Date of Administrative Review:** 1/27/2020

**Date review results were provided to the SFA:** 1/27/2020

**Date review summary was publicly posted:** 2/11/2020

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The review summary must cover access and reimbursement (including eligibility and certification review results), an SFA's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the SFAs Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

### General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?

PROGRAM	YES	NO	NOT ELIGIBLE
School Breakfast Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National School Lunch Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fresh Fruit and Vegetable Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afterschool Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Milk Program	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Does the School Food Authority operate under any Special Provisions?

SPECIAL PROVISION	YES	NO	NOT ELIGIBLE
Community Eligibility Provision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Provision 2/3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Review Findings

3. Note Worthy Observations:

Williams County School District # 8 has three site locations that work with Child Nutrition. The staff at all locations do a phenomenal job implementing the USDA Standards for Child Nutrition. Tony has attended DPI training to implement the guidelines and trains all staff to be aware of the requirements. The kitchen is neat, clean and all records are organized. The production records have accurate information, CN labels are available for food products and recipes have been entered in Recipe Analysis Workbook (RAW). Tony takes pride in the Nutrition Program and it shows through the meals he prepares and the students who participate in the program. Tony displays excellent leadership while providing training to the staff and working with administration. The menus include all food

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components, with subgroups being offered on the salad bar. The Williams County team is doing an excellent job. Keep up the good work.

4. Were any findings identified during the review of this School Food Authority? ☒ Yes ☐ No  
*If yes, please indicate the areas and what issues were identified in the table below.*

#### A. Program Access and Reimbursement

YES	NO	Area Of Review
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certification and Benefit Issuance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming

Finding(s) Details:

1) NA

2) NA

#### B. Meal Patterns and Nutritional Quality

YES	NO	Area Of Review
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis

Finding(s) Details:

1) NA

2) NA

#### C. School Nutrition Environment

YES	NO	Area Of Review
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food Safety
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other

Finding(s) Details:

1) NA

2) NA

#### D. Civil Rights

Finding(s) Details:

- 1) Three staff have not started annual training including Civil Rights training. This has been corrected since the review January 27, 2020 and Professional Development Logs have been submitted to ND DPI.

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